

## Basic guidance for using the online portal for the Diesel Retrofit Program

Start at <http://www.nj.gov/dep/online/> by requesting access to NJDEP ONLINE

**Welcome to New Jersey Department of Environmental Protection's (NJDEP) Online Business Portal**

**NOTICE: RPPR/P2 Plan Summary deadline has been extended to July 9th**

In an effort to coordinate with other State services, the NJDEP Online system will now be accessed via the myNewJersey Portal. The myNewJersey site is a portal which gives you direct access to a variety of online resources and lets you customize New Jersey web content based on your personal and business preferences. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

**Please review and complete the following action items to request access to NJDEP Online via the myNewJersey portal:**

**NJDEP Online New User INSTRUCTIONS**

Please read the instructions thoroughly before continuing with the action items below. Instructions will open in a new window so you can print them or follow along.

If you do not have Adobe's free Acrobat Pdf reader please download it [here](#) in order to read or save the instructions.

**Before continuing please take note of the following:**

- myNewJersey Authorization Codes are personalized based on each user's particular needs and cannot be shared and are for one-time use only.
- Authorization Codes are different from Certificate PINs. Neither one should be used as your password. Authorization Codes are used within myNewJersey to gain access to NJDEP Online. Certification PINs are requested within NJDEP Online under the 'User Profile' tab.

**NEW USERS Request Access to NJDEP Online**

Read the instructions above.

**Registered and Non-Registered Services:**

NJDEP Online offers two different types of online services, Registered and Non-Registered.

**Documents and Forms | Non-Registered Services | Registered Services | Generate XML**

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**REQUEST ACCESS TO DEP-ONLINE**

Please enter the fields below to request an authorization code. This authorization code will allow you access to registered services on the portal.

\*Contact Name:   
\*Organization Name:   
\*E-Mail Address:   
\*Confirm E-Mail:

\* Required **Enter the required information and click "Request"**

[Request](#)

**Click "NEW USERS Request....."**

**1. Request access to NJDEP Online** **2. Link Your NJDEP Online service to your myNewJersey account** **3. Use NJDEP Online**

Use this page to tell us about your myNewJersey account by picking one of the three choices below:

**A. I already have a myNewJersey account. Link it to my NJDEP Online information:**

My Log On ID is  and my password is  [Link NJDEP Online to My Account](#)

**If you already have a myNewJersey account: Fill out Section A with your myNewJersey 'Log On ID' and 'Password' and click "Link NJDEP Online to My Account."**

First name  Your Email address  Adam.lewis@dep.state.nj.us  
Last name  Contact name here Retype your email address  Adam.lewis@dep.state.nj.us

\* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead, already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

[Create this new myNewJersey Account and Link NJDEP Online To It](#)

**If you do not have a myNewJersey account: Fill out Section B with your desired 'Log On ID', 'Password', 'Security Question', and 'Security Answer' and click "Create this new myNewJersey Account and Link NJDEP Online To It."**

**B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:**

My Log On ID is  and my password is  [Link NJDEP Online to My Account](#)

**If you already have a 'NJDEP Online' skip to page four. On the 'My Workspace' page select 'Configure Services' and select the Diesel Retrofit Program.**

**C. I already have a myNewJersey account but I can't remember what it is.**  
Please use the [Contact Form](#) to tell us your name and email address and a myNewJersey team member will contact you during normal business hours to help. Then you'll need to start over at step 1.

**More information:**

[How does myNewJersey help me? It lets you](#) [Why do I need myNewJersey to use NJDEP](#)

## Setup your DEPOne Account

[njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#)

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 Welcome **MyNewJersey Portal** user. Please provide the following information to create your RSP account.

[Help](#) | [Back to MyNJ](#)

### CONTACT INFORMATION

1 - Existing Portal ID  
 2 - Add Contact Info  
 3 - Request Certification PIN  
 4 - View Facilities

\* First Name:   
 Middle Initial:   
 \* Last Name:   
 Title:   
 \* E-Mail Address:   
 \* Confirm E-Mail:   
 Organization Name:   
 Organization Type:

Address Line 1:   
 Address Line 2:   
 Address Line 3:   
 City:   
 State:  New Jersey  
 Zip:

### CONTACT NUMBERS

Note: At least one contact number is required.  
 You do not have any contact numbers. Click 'Add Contact Number' to add one.

[Add Contact Number](#) [Continue](#) [Clear](#)

Fill out the info required above and then click "Add Contact Number"

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[njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)

[Documents and Forms](#) | [Non-Registered Services](#) | [Registered Services](#) | [Generate XML](#)

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[Help](#) | [Back to MyNJ](#)

### ADD CONTACT NUMBER

1 - Existing Portal ID  
 2 - Add Contact Info  
 3 - Add Contact Number  
 4 - Request Certification PIN  
 5 - View Facilities

Note: Contact number must be entered without dashes. Ex: 6092922082

\* Contact # Type:  Work Phone Number  
 \* Contact Number:  6092922082  
 Extension:   
 Comments:

[Save](#) [Cancel](#)

Fill out the information above and click "Save"

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[Documents and Forms](#) | [Non-Registered Services](#) | [Registered Services](#) | [Generate XML](#)

Version: 2.0  
 You are currently not logged in.  
 Welcome **MyNewJersey Portal** user. Please provide the following information to create your RSP account.

[Help](#) | [Back to MyNJ](#)

### CONTACT INFORMATION

1 - Existing Portal ID  
 2 - Add Contact Info  
 3 - Request Certification PIN  
 4 - View Facilities

\* First Name:  Diesel  
 Middle Initial:   
 \* Last Name:  User  
 Title:   
 \* E-Mail Address:  diesel.user@dep.state.nj.us  
 \* Confirm E-Mail:  diesel.user@dep.state.nj.us  
 Organization Name:   
 Organization Type:

Address Line 1:  401 East State  
 Address Line 2:   
 Address Line 3:   
 City:  Trenton City (Mercer)  
 State:  New Jersey  
 Zip:  00000

### CONTACT NUMBERS

Note: At least one contact number is required.

Phone Number	Type	Remove	Edit
6092922082	Work Phone Number	<a href="#">X</a>	<a href="#">Edit</a>

Clicking a column title will sort the table by that column.

[Continue](#) [Clear](#)

Click "Continue"

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[Documents and Forms](#) | [Non-Registered Services](#) | [Registered Services](#) | [Generate XML](#)

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 You are currently not logged in.  
 Welcome **MyNewJersey Portal** user. Please provide the following information to create your RSP account.

[Help](#) | [Back to MyNJ](#)

### REQUEST CERTIFICATION PIN

1 - Existing Portal ID  
 2 - Add Contact Info  
 3 - Request Certification PIN  
 4 - View Facilities

Note: The certification PIN is currently required for the electronic certification of Air, Land Use and NJPDES programs ONLY. Users certifying other program submissions may click on the skip button to proceed.

On clicking the "Request PIN" button a certification PIN will be emailed to you.

[Request PIN](#) [Skip](#)

Select "Request PIN"  
 Save the email you receive for the last step in the submittal process

## Setting up your DEPOne Account

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[njdep](#) | [njdep online](#)

[njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)

[Documents and Forms](#) | [Non-Registered Services](#) | [Registered Services](#) | [Generate XML](#)

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 Welcome **MyNewJersey Portal** user. Please provide the following information to create your RSP account.

**REQUEST PIN CONFIRMATION**

A certification PIN has been e-mailed to you. Please click "Continue" to finish setting up your account.

1 - Existing Portal ID  
 2 - Add Contact Info  
 3 - Request Certification PIN  
 4 - Request PIN Confirmation  
 5 - View Facilities

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 Department of Environmental Protection  
 P.O. Box 400  
 Trenton, NJ 08646-0400  
 Last Updated: June 24, 2004

Click "Continue"

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[njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)

[My Workspace](#) | [User Profile](#) | [Certifications](#) | [Payments](#) | [Documents and Forms](#) | [Permit Folder](#)

Version: 4.0  
 Currently logged in: Your Contact name here (LOGONID2)

**MY SERVICES**

Please select the Services that you would like to appear on your Workspace and click the OK button.

**Services**

<b>Division of Water Quality</b> <input type="checkbox"/> NJPDES Monitoring Reports (DMRs, WCRs, ATRs) <input type="checkbox"/> Dental Waste Registration - New <input type="checkbox"/> Dental Waste Registration - Renewal	<b>Air Program</b> <input type="checkbox"/> General Permits <input type="checkbox"/> Permit/Certificate Folder <input type="checkbox"/> Permit/Certificate Renewals <input type="checkbox"/> NOx RACT Combustion Adjustment <input type="checkbox"/> Excess Emission Monitoring Performance Reports (EEMPR) <input type="checkbox"/> Periodic Compliance Certification <input type="checkbox"/> Diesel Retrofit Program
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Right to Know**  
☐ General Permits  
☐ Initial UST Registration  
☐ Modification of UST Registration  
☐ Renewal of UST Registration

**Water**  
☐ Supply  
☐ Drinking Water (eDWR)  
☐ Private Well Testing Act (PWTA) Analytical Results  
☐ Water Diversion, Water Utilization and Monitoring Results Submittal

**Well Permitting**  
☐ Well Permitting Service Selection

Check the box for the 'Diesel Retrofit Program' then click 'OK' tab

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[njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)

[Documents and Forms](#) | [Non-Registered Services](#) | [Registered Services](#)

Version: 3.0  
 You are currently not logged in.  
 Welcome **MyNewJersey Portal** user. Please provide the following information to create your RSP account.

**FACILITY SEARCH**

Pick the search you want to perform:  
☒ Retrieve only those facilities that match the search criteria  
☐ Retrieve the sites and all of the site's facilities that match the search criteria  
☐ Retrieve NJPDES Permit Numbers

(Optional) Select NJDEP Program:

Enter either a \*Facility ID or a Facility Name:  
 Facility ID:

Facility Name:

\* For NJPDES Facilities Use The NJPDES Permit Number

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Click "Complete Setup"

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[njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)

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Welcome to New Jersey Department of Environmental Protection's (NJDEP) Online Business Portal

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Please review and complete the following action items to request access to NJDEP Online via the myNewJersey portal:

**NJDEP Online New User INSTRUCTIONS**

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[http://www.nj.gov/dep/online/](#)

**Your "My New Jersey" account has been created and can be reached at any time by clicking the "Log in Here" link, entering your account name and password and then selecting "DEPOne Services"**

NJDEP Online offers two different types of online services, Registered and Non-Registered.

# Inventory Submittal:

**Step 1: Service Selection**

Click “Diesel Retrofit Program” to start a new inventory submittal

**Step 2: My Services - In Progress**

If you previously started a submittal it will be listed under “My Services in Progress” Return to this submittal by selecting the corresponding ID number.

**Step 3: SUBMITTAL SELECTION**

Submittal Selection: Select the button next to the appropriate submittal type and click continue

**Step 4: SUBMITTAL NAME**

Fill out the Submission/Project Name above and click “continue”

## Adding Fleet location and contact information

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Currently logged in: Diesel User (Help | Back to MyUI)

### FLEET OWNER INFORMATION

Note: The address listed should be associated with the fleet owner.

\* Location Address:

\* Line 1: 401 East State Street  
\* Line 2: 418  
\* Line 3:  
\* City: Trenton City (Mercer)  
\* State: New Jersey  
\* Zip Code: 08625

\* County: Mercer  
\* Municipality: Trenton City  
\* Organization Type: State  
\* Organization Name: NJDEP

Location Description:

PI ID:  
Note: Enter any NJDEP PI IDs. Leave this field blank if none exist.

PI ID:  Remove

Add Row

Continue

Fill out the information above and click "continue"  
No PI ID is needed at this time

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### Contacts

1. Fleet Owner Contact 2. Garage Manager 3. Responsible Official (Diesel)

#### 1. Fleet Owner Contact

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s):

\* First Name:  
\* Middle Initial:  
\* Last Name:  
\* Title:  
\* E-Mail Address:  
\* Confirm E-Mail:  
\* Organization Name:  
\* Organization Type:

\* Address Line 1:  
\* Address Line 2:  
\* Address Line 3:  
\* County:  
\* City:  
\* State: New Jersey  
\* Zip Code:

\* At least 1 phone number is required.

\* Type: \* Contact Number (must be 10 digits)

Add Number

\* Required

Note: Please enter contact information on ALL required tabs before clicking Continue.

Available Contact Types: Add Contact << Previous Next >> Save Continue

Fill out the required contact information and click the 'next' button.

Version: 4.6  
Currently logged in: Help | Logout

### Contacts

1. Fleet Owner Contact 2. Garage Manager 3. Responsible Official (Diesel)

#### 2. Garage Manager

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s):

MY PROFILE INFORMATION  
adam Lewis

MY FAVORITE CONTACTS  
Contact 1 Name (Responsible Official)

MY SERVICE CONTACTS  
3 Responsible Official (Diesel)

\* Organization Type:

\* At least 1 phone number

\* Type: Remove

Add Number

\* Required

Note: Please enter contact information on ALL required tabs before clicking Continue.

Available Contact Types: Add Contact << Previous Next >> Save Continue

Fill out the required contact information or add information by using the existing contact pulldown menu and click the 'next' button.

Currently logged in: Help | Logout

### Contacts

1. Fleet Owner Contact 2. Garage Manager 3. Responsible Official (Diesel)

#### 3. Responsible Official (Diesel)

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s):

\* First Name: Contact 1  
\* Middle Initial:  
\* Last Name: Name  
\* Title:  
\* E-Mail Address: email@email.email  
\* Confirm E-Mail: email@email.email  
\* Organization Name: name  
\* Organization Type: State

\* Address Line 1: Name 1  
\* Address Line 2:  
\* Address Line 3:  
\* County: Mercer  
\* City: Trenton City (Mercer)  
\* State: New Jersey  
\* Zip Code: 08625

\* At least 1 phone number is required.

\* Type: \* Contact Number (must be 10 digits)  
Work Phone Number (609) 292-2082

Add Number

\* Required

Note: Please enter contact information on ALL required tabs before clicking Continue.

Available Contact Types: Add Contact << Previous Next >> Save Continue

Press continue when all required contact information is filled out.



## Uploading the Inventory/Cost Estimate spreadsheet

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new jersey  
department of environmental protection  
njdep home | about dep | index by topic | programs/units | dep online

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Version: 2.0  
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### INVENTORY UPLOAD

1 - Submittal Selection  
2 - Submittal Name  
3 - Fleet Owner Information  
4 - Contacts  
5 - Inventory Upload  
6 - Inventory / Cost Estimate  
7 - Hardcopy Attachment Acknowledgement  
8 - Hardcopy Attachment Cover Letter  
9 - Attachment

Select the Inventory / Cost Estimate spreadsheet document.

Only one spreadsheet is allowed for upload. The last file uploaded becomes the one used.

You can also enter the vehicle Inventory / Cost Estimate data on a web form instead of uploading a spreadsheet. Click here to bypass the spreadsheet upload and proceed to the Inventory / Cost Estimate data entry form.

**Select "Browse" and navigate to your prepared and locked BART or CCVS spreadsheet, then press "Open"**

Choose file

Look in: My Documents

Files:  
My Data Sources  
My Pictures  
New Folder  
BART\_Submittal\_Spreadsheet.xls  
BART\_Submittal\_Spreadsheet\_Notice\_of\_Intent\_to\_Comply\_Fleet\_Plan\_06272008\_locked.xls  
Doc1.doc  
Doc2.doc

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njdep online  
new jersey  
department of environmental protection  
njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms

Version: 2.0  
Currently logged in: Diesel User (Help | Back to MyH)

### INVENTORY UPLOAD

1 - Submittal Selection  
2 - Submittal Name  
3 - Fleet Owner Information  
4 - Contacts  
5 - Inventory Upload  
6 - Inventory / Cost Estimate  
7 - Hardcopy Attachment Acknowledgement  
8 - Hardcopy Attachment Cover Letter  
9 - Attachment Upload  
10 - Certification  
11 - Submission

Select the Inventory / Cost Estimate spreadsheet document.

C:\Documents and Settings\ Diesel User \My Documents \

Only one spreadsheet is allowed for upload. The last file uploaded becomes the one used.

**Press upload**

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njdep online  
new jersey  
department of environmental protection  
njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms

Version: 2.0  
Currently logged in: Diesel User (Help | Back to MyH)

### INVENTORY UPLOAD

1 - Submittal Selection  
2 - Submittal Name  
3 - Fleet Owner Information  
4 - Contacts  
5 - Inventory Upload  
6 - Inventory / Cost Estimate  
7 - Hardcopy Attachment Acknowledgement  
8 - Hardcopy Attachment Cover Letter  
9 - Attachment Upload  
10 - Certification  
11 - Submission

Uploading spreadsheet. Please wait...

Please do not click any buttons until processing has stopped and this message has disappeared.

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njdep online  
new jersey  
department of environmental protection  
njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms

Version: 2.0  
Currently logged in: Diesel User (Help | Back to MyH)

### INVENTORY UPLOAD CONFIRMATION

1 - Submittal Selection  
2 - Submittal Name  
3 - Fleet Owner Information  
4 - Contacts  
5 - Inventory Upload  
6 - Inventory Upload Confirmation  
7 - Inventory / Cost Estimate  
8 - Hardcopy Attachment Acknowledgement  
9 - Hardcopy Attachment Cover Letter  
10 - Attachment Upload  
11 - Certification  
12 - Submission

The Inventory / Cost Estimate spreadsheet document upload was successful. To view the uploaded file, click the link below.

BART\_Submittal\_Spreadsheet\_Notice\_of\_Intent\_to\_Comply\_Fleet\_Plan\_06272008\_locked.xls

**Click "Continue"**

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## Checking and editing your uploaded inventory

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njdep online  
new jersey department of environmental protection  
njdep home | about dep | index by topic | programs/units | dep online

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Version: 2.0  
Currently logged in: Diesel User [Help](#) [Logout](#)

**INVENTORY / COST ESTIMATE - BART**

Master Vehicle List

Edit	Remove	Owner	Vehicle / Equipment Designation	Vehicle / Equipment Description	State where License Plate is Registered	Vehicle License Plate Number	Compliance Method	Indicator or equipment within the
		Diesel User	1	aste Collection Vehicle	New Jersey	MGQL02	Notice of Intent to Comply	Trent
		Diesel User	2	aste Collection Vehicle	New Jersey	MGQL03	Notice of Intent to Comply	Trent
		Diesel User	3	aste Collection Vehicle	New Jersey	MGQL04	Notice of Intent to Comply	Trent
		Diesel User	4	aste Collection Vehicle	New Jersey	MGQL05	Notice of Intent to Comply	Trent
		Diesel User	5	aste Collection Vehicle	New Jersey	MGQL06	Notice of Intent to Comply	Trent
		Diesel User	6	aste Collection Vehicle	New Jersey	MGQL07	Notice of Intent to Comply	Trent

Additional Vehicles List

Note: The Applicant does not need to complete all fields but must fill out all required designations and descriptions.

Owner	*Vehicle / Equipment Designation	*VIN / Serial Number	*(Primary Location of Vehicle / Equipment) Address Line 1	(P) Vel

\* Required

[Save Vehicle](#)

[Continue](#)

The information in your BART or CCVS spreadsheet will appear in the "Master Vehicle List" at the top of the screen. The vehicle information can be edited at this time if necessary. To add a vehicle; enter the required information into the "Additional Vehicles List" and press "Save Vehicle."

When your inventory is correct press "Continue"

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njdep online  
new jersey department of environmental protection  
njdep home | about dep | index by topic | programs/units | dep online

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Version: 2.0  
Currently logged in: Diesel User [Help](#) [Logout](#)

**HARDCOPY ATTACHMENTS LIST**

[Printer Friendly Version](#)

To be deemed administratively complete, an application for authorization under the above submittals must include all of the following items. The following items must be submitted within 30 days of submittal. The Department cannot complete its review of this submittal until all information is received.

Attachment Description	More Information
**If the submittal contains a request for a lower BART level, exemption, rebuild, repower, or retirement, provide a document from the authorized installer describing the basis for the need to use a reduced BART level or a requested exemption for this vehicle or piece of equipment. The vehicle/equipment make, model year, engine make and model, VIN and Vehicle/Equipment Number information must be listed on the document. The basis must include any technical backup such as exhaust temperature analyses, statements from the retrofit manufacturer, technical drawings or photographs. For a request to use a repower or rebuild in lieu of BART, pursuant to NJAC 7:27-32.8(b) and 7:27-32.14(b)2 must provide supporting information, in accordance with guidance provided by the Department of Environmental Protection, demonstrating that the emission from the new configuration in fact satisfy the conditions of NJAC 7:27-32.8(b).	<a href="#">1</a>

By clicking the Continue button below, the applicant acknowledges that they must submit all required hardcopy attachments to complete the submittal.

[Continue](#)

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statewide phone | citizen | business | government | services A to Z | departments | search

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njdep online  
new jersey department of environmental protection  
njdep home | about dep | index by topic | programs/units | dep online

My Workspace User Profile Certifications Payments Documents and Forms

Version: 2.0  
Currently logged in: Diesel User [Help](#) [Logout](#)

**HARDCOPY ATTACHMENTS COVER LETTER**

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Submittal ID: 15791  
Organization Name: NJDEP

Submittal Type: Notice of Intent to Comply / Fleet Plan

Submittal Contact: Diesel Owner  
NJDEP  
401 East State Street  
418  
Trenton City (Mercer), New Jersey 08625  
Work Phone Number: (609)292-7953

Site Location: 401 East State Street  
418  
Trenton City, NJ 08625

To be deemed administratively complete the following items must be submitted within 30 days of submittal. The Department cannot complete its review of this submittal until all information is received.

Attachment Description	More Information
**If the submittal contains a request for a lower BART level, exemption, rebuild, repower, or retirement, provide a document from the authorized installer describing the basis for the need to use a reduced BART level or a requested exemption for this vehicle or piece of equipment. The vehicle/equipment make, model year, engine make and model, VIN and Vehicle/Equipment Number information must be listed on the document. The basis must include any technical backup such as exhaust temperature analyses, statements from the retrofit manufacturer, technical drawings or photographs. For a request to use a repower or rebuild in lieu of BART, pursuant to NJAC 7:27-32.8(b) and 7:27-32.14(b)2 must provide supporting information, in accordance with guidance provided by the Department of Environmental Protection, demonstrating that the emission from the new configuration in fact satisfy the conditions of NJAC 7:27-32.8(b).	<a href="#">1</a>

You must print and send this cover sheet along with the above specified documentation to the following address:

If you are required to submit Hardcopy attachment Select "Printer Friendly Version"

## Printing the Hardcopy Attachments Cover Letter, uploading attachments, and certifying your submittal

1 - Submittal Selection  
2 - Submittal Name  
3 - Fleet Owner Information  
4 - Contacts  
5 - Inventory Upload  
6 - Inventory / Cost Estimate  
7 - Hardcopy Attachment Acknowledgement  
8 - Hardcopy Attachment Cover Letter  
9 - Attachment Upload  
10 - Certification  
11 - Submission

**Submittal ID:** 15791  
**Organization Name:** NJDEP  
**Submittal Type:** Notice of Intent to Comply / Fleet Plan

**Submittal Contact**  
Diesel Owner  
NJDEP  
401 East State Street  
418  
Trenton City, NJ 08625

**Site Location**  
401 East State Street  
418  
Trenton City, NJ 08625

**HARDCOPY ATTACHMENTS COVER LETTER**

**Submittal ID:** 15791  
**Organization Name:** NJDEP  
**Submittal Type:** Notice of Intent to Comply / Fleet Plan

**Submittal Contact**  
Diesel Owner  
NJDEP  
401 East State Street  
418  
Trenton City (Mercer), New Jersey 08625

**Site Location**  
401 East State Street  
418  
Trenton City, NJ 08625

Work Phone Number: (609)292-7953

Print your "Hardcopy Attachments Cover Letter" popup and then Click "Continue"

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njdep | njdep online  
njdep home | about dep | index by topic | programs/units | dep online

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**ATTACHMENT UPLOAD**

Upload New Attachments

Note: The maximum file size that can be uploaded is: 100000 bytes. You can upload any required attachments using this page. You may upload up to 5 files at a time. The "Upload" button must be pressed after the files for uploading are specified before the "Continue" button is pressed to advance to the next step in the submittal process.

Here is where you may upload any required Hardcopy Attachment files, among others.

*Attachment Name:	Description:	*File:
		Browse...
		Browse...
		Browse...
		Browse...

Upload

Continue

If you have electronic attachments select "Browse" and navigate to documents, then press "Open"

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**ATTACHMENT UPLOAD**

Upload New Attachments

Note: Choose file

Look in: My Computer

Here

3K Floppy (A:)  
Compact Disc (D:)  
Syn on Dep-05 (H:)  
Public on Dep-05/Sys (C:)  
Local Disk (C:)  
Data on Dep-05/Main (K:)  
Battles on Dep-05/Main Apps/Dos (Y:)  
Shared on Dep-05/Shared (V:)  
davis on Dep-05/home10/home (U:)  
Diesel Program on DEP-05/Shared/Products (K:)

Browse...  
Browse...  
Browse...  
Browse...

Upload

Continue

Once you have selected the correct file, press "Upload" and then press "Continue."  
If you have no documents to upload press "Continue."

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njdep home | about dep | index by topic | programs/units | dep online

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**CERTIFICATION - SINGLE APPLICATION SUMMARY**

15791 - BART Submittal Diesel Example

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove
✓	Individual With Direct Knowledge	Not Certified	No notifications sent.				
✓	Responsible Official	Not Certified	No notification sent.				

Clicking a column title will sort the table by that column.

Continue Add Certification Type

Select the blue ribbon to electronically certify your submittal

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statewide njhome | citizen | business | government | services A to Z | departments | search



## Certifying and completing your submittal

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[njdep](#) | [njdep online](#)

[njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)

[My Workspace](#) | [User Profile](#) | [Certifications](#) | [Payments](#) | [Documents and Forms](#)

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Currently logged in: Diesel User (A1579123)

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### CERTIFICATION - SINGLE APPLICATION -INDIVIDUAL WITH DIRECT KNOWLEDGE

Service ID	Permit Type	Creation Date	View
15791	Diesel Retrofit Program - Initial Inventory / Cost Estimate - Notice of Intent to Comply / Fleet Plan	06/27/2008	

**Certification of the Individual With Direct Knowledge**

"I certify under penalty of law that I am aware that there are significant civil penalties for submitting false, inaccurate or incomplete information, and that I understand that this certification constitutes an electronic signature of this submittal in accordance with the aforementioned statement."

**Name of Certifying Party:** Diesel User  
**User ID of Certifying Party:** ALEWIS123  
**\*Certification PIN:**

\* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

[Certify](#) | [Forgot Certification PIN](#) | [Cancel](#)

Review the certification language, enter the Certification PIN from your email and press certify

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Version: 2.0  
Currently logged in: Diesel User (A1579123)

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### CERTIFICATION - SINGLE APPLICATION SUMMARY

#### 15791 - BART Submittal Diesel Example

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove
	Diesel User	Individual With Direct Knowledge	Certified on 06/27/2008	No notifications sent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Diesel User	Responsible Official	Certified on 06/27/2008	No notifications sent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Clicking a column title will sort the table by that column.

[Continue](#) | [Add Certification Type](#)

Repeat the certification process for the second blue ribbon and press "Continue"

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Currently logged in: Diesel User (A1579123)

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### PERMIT SUBMISSION

You completed the online portion of this permit application. In order to formally submit this application to NJDEP for review you must:

1. Mail in any hardcopy attachments with the [Hardcopy Attachment Cover Letter](#).
2. Click the Submit button below.

[Submit](#)

To finalize your submittal press "Submit."

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Version: 2.0  
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### SUBMISSION CONFIRMATION

The following was successfully submitted:

**Permit Application:** 15791:BART Submittal Diesel Example

Submittal Contact	Site Location
Diesel Owner NJDEP 401 East State Street 418 Trenton City (Mercer), New Jersey 08625 Work Phone Number: (609)292-7953	401 East State Street 418 Trenton City, NJ 08625

[Continue](#)

Your submittal is now complete